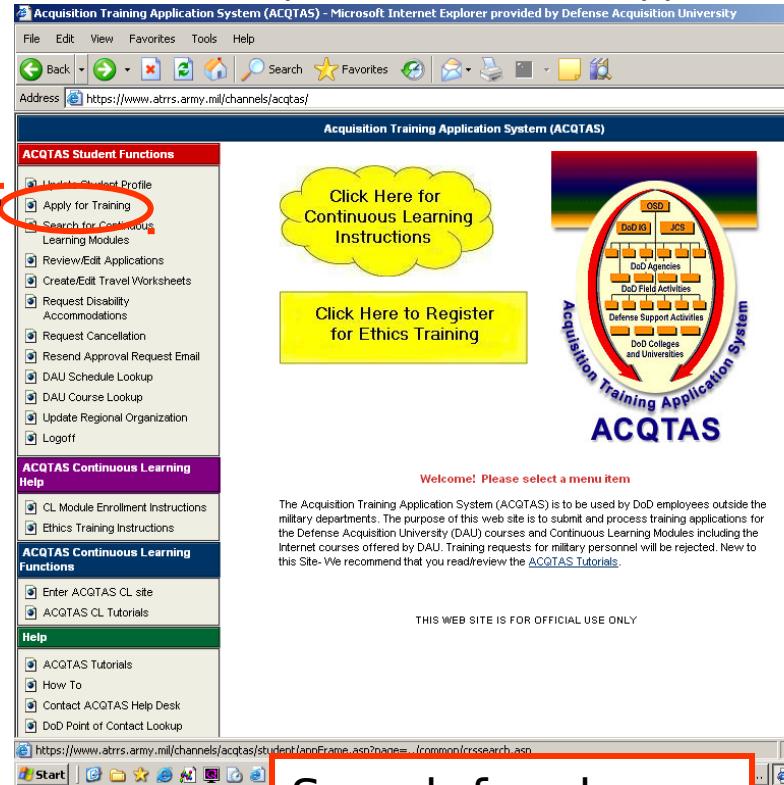


# Are there seats in the class I want?

The best way to find out if there are seats in a class is to access the application program for your student category, complete your student profile, and then click on Prepare Application, Apply for Training, or words to that effect. Each service has a different label. Below is a sample from the DoD application program.

1.



Acquisition Training Application System (ACQTAIS) - Microsoft Internet Explorer provided by Defense Acquisition University

File Edit View Favorites Tools Help

Back Forward Stop Refresh Favorites Home Mail Find Stop

Address: https://www.atrrs.army.mil/channels/acqtais/

ACQTAIS Student Functions

- 1. Update Student Profile
- 2. **Apply for Training**
- 3. Search for Continuous Learning Modules
- 4. Review/Edit Applications
- 5. Create/Edit Travel Worksheets
- 6. Request Disability Accommodations
- 7. Request Cancellation
- 8. Resend Approval Request Email
- 9. DAU Schedule Lookup
- 10. DAU Course Lookup
- 11. Update Regional Organization
- 12. Logoff

ACQTAIS Continuous Learning Help

- 1. CL Module Enrollment Instructions
- 2. Ethics Training Instructions

ACQTAIS Continuous Learning Functions

- 1. Enter ACQTAIS CL site
- 2. ACQTAIS CL Tutorials

Help

- 1. ACQTAIS Tutorials
- 2. How To
- 3. Contact ACQTAIS Help Desk
- 4. DoD Point of Contact Lookup

Acquisition Training Application System (ACQTAIS)

Main Menu

Announcements

6 Feb 2006

Average Hours to Complete Web Based Classes

7 Nov 2005

Welcome! Please select a menu item

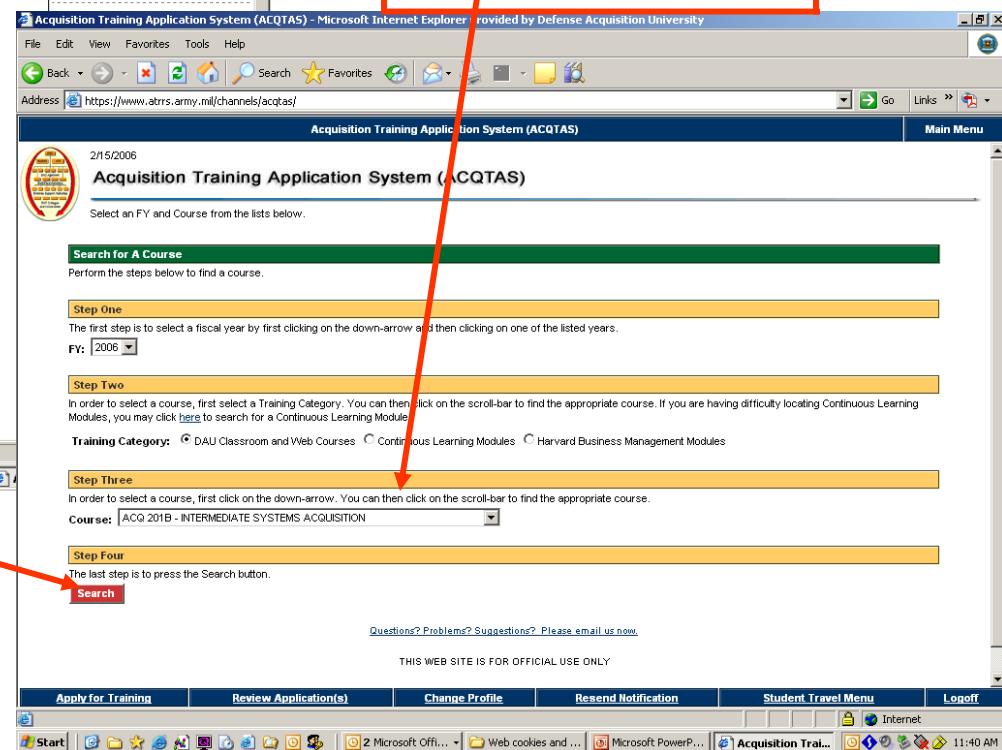
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2

Identify the course you want

2

Identify the course you want



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Acquisition Training Application System (ACQTAIS)

Main Menu

2/15/2006

Select an FY and Course from the lists below.

Search for A Course

Perform the steps below to find a course.

Step One

The first step is to select a fiscal year by first clicking on the down-arrow and then clicking on one of the listed years.

FY: 2006

Step Two

In order to select a course, first select a Training Category. You can then click on the scroll-bar to find the appropriate course. If you are having difficulty locating Continuous Learning Modules, you may click here to search for a Continuous Learning Module.

Training Category:  DAU Classroom and Web Courses  Continuous Learning Modules  Harvard Business Management Modules

Step Three

In order to select a course, first click on the down-arrow. You can then click on the scroll-bar to find the appropriate course.

Course: ACQ 201B - INTERMEDIATE SYSTEMS ACQUISITION

Step Four

The last step is to press the Search button.

Search

Questions? Problems? Suggestions? Please email us now.

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Apply for Training Review Application(s) Change Profile Resend Notification Student Travel Menu Logoff

Start Microsoft Internet Microsoft PowerP... Acquisition Trai... 11:40 AM

3

Search for classes of that course

4

Go to next slide

Are there seats in the class I want?

These columns tell you how many seats are available and how many waits are already in the system.